

## An ADE Newsletter for Test Coordinators

February 2015



# The Examiner

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**Irene Hunting, Deputy Associate Superintendent**

February Testing Calendar				
2	3	4	5	6
NAEP				
9	10	11	12	13
NAEP, AZELLA				
16	17	18	19	20
NAEP, AZELLA, AIMS A Science				
23	24	25	26	27
NAEP, AZELLA, AIMS A Science				
AIMS HS				

March Testing Calendar				
2	3	4	5	6
NAEP, AZELLA, AIMS A Science				
9	10	11	12	13
AZELLA, AIMS A Science				
16	17	18	19	20
AZELLA, AIMS A Science, AIMS Science				
23	24	25	26	27
AZELLA, AIMS A Science, AIMS Science				
30	31	1	2	3
AIMS Science, TIMSS, NCSC, AzMERIT - CBT				
AIMS A Science				

April Testing Calendar				
6	7	8	9	10
AIMS Science, TIMSS, NCSC, AzMERIT - CBT				
13	14	15	16	17
AIMS Science, TIMSS, NCSC, AzMERIT - CBT, AzMERIT - PBT				
20	21	22	23	24
AIMS Science, TIMSS, NCSC, AzMERIT - CBT, AzMERIT - PBT				
27	28	29	30	1
TIMSS, NCSC, AzMERIT - CBT				

May Testing Calendar				
4	5	6	7	8
TIMSS, NCSC, AzMERIT - CBT				
11	12	13	14	15
TIMSS, NCSC				
18	19	20	21	22
TIMSS				
25	26	27	28	29
TIMSS				

### **Legislative Updates**

Arizona legislators have introduced many education related bills this year. ADE is monitoring all education related bills; the Assessment Section is closely watching the education bills related to curriculum, assessment, and school accountability. Not all bills become law. We will notify test coordinators of any new laws that have ramifications for statewide assessments.

#### **American Civics Act**

The first bill passed in the current legislative session was the American Civics Act (HB 2064) which requires students to pass a civics test in order to graduate from high school beginning with the class of 2017. School districts and charters will determine how to implement the administration of this test. While ADE will not manage or oversee the administration of this newly required civics test, the Assessment Section intends to provide guidance on appropriate test administration and test security practices by early school year 2015-2016.

### **AzMERIT Updates**

The AzMERIT weekly email updates will resume on Friday, February 6. These weekly emails will now focus on support and guidance related to the tasks identified in the Important Task Checklist provided with the AzMERIT Pre-Test Training.

#### **AzMERIT Pre-Test Trainings Follow-up**

So that all Test Coordinators have the same information, we have compiled the most frequently asked questions from the recently concluded AzMERIT Pre-Test Trainings.

#### **Task 3 – CBT Schools**

*What is the difference between the role of School Teacher (ST) and Test Administrator (TA) in TIDE?*

Users with the role of School Teacher (ST) will be able to view and print rosters and to access their students' test results in the Online Reporting System (ORS) once the results are available next school year. Users with the role of Test Administrator (TA) will not have access to student results. Assign TIDE user roles based on whether or not the staff member should later have access to student results.

#### **Task 6 – CBT Schools**

*Who is required to take and pass the Test Administration Certification course?*

The Test Administration Certification course is required for all staff who will be administering the Computer-Based Test (CBT). The course is not required for staff administering the Paper-Based Test (PBT).

*Is there a paper-based AzMERIT Sample Test?*

Since AzMERIT is a computer-based test, the AzMERIT Sample Tests are computer-based. The AzMERIT *Guide to the Sample Tests* will include a section that has samples of how many of the innovative computer-based item types will render on the paper-based form of the test.

**AzMERIT continued**

**Task 8 – CBT Schools**

*Will CBT schools receive hard copy Test Administration Directions?*

Yes. However, they will not arrive until Monday, April 6. So any CBT schools administering AzMERIT during the week of March 30 will need to download and/or print the relevant portions of the *Test Administration Directions*.

*Are there restrictions on when AzMERIT can be administered within the 6 week testing window of March 30 – May 8?*

Yes. The Writing portion of all ELA tests (both Grades 3-8 and EOC) must be completed by April 24. The Test Delivery System (TDS) will not allow administration of the Writing portion of the ELA tests after April 24.

*Is scratch paper allowed?*

Scratch paper (plain, lined, or graph) is required for the Writing portion of the ELA test and the Math test. Scratch paper is prohibited for the Reading portions of the ELA test.

*Are headphones required for all students and all tests?*

Headphones are required for the Reading portions of the ELA tests for all students. Headphones are required for all AzMERIT computer-based testing for all students receiving a “Read Aloud Test Content” accommodation. Headphones should be available for all AzMERIT computer-based testing for all students to allow for the use of the “Text-to-Speech for Instructions” Universal Testing Tool.

*Must the voice pack be used?*

Use of the voice pack is not required, but it does provide a more natural sounding voice. The voice pack is only available for Windows computers.

**Task 9 – CBT and PBT Schools**

*Will all schools receive AzMERIT materials from Measurement Incorporated?*

Yes. CBT schools will receive *Test Coordinator Manuals*, *Test Administration Directions*, and accommodated paper tests if applicable. PBT schools will receive test booklets, accommodated paper tests, *Test Coordinator Manuals*, *Test Administration Directions*, Student Pre-ID Labels, and return shipment materials. All boxes of AzMERIT materials will have the Measurement Incorporated logo printed on the sides of the boxes. Pre ID Labels, Braille kits, and Large Print kits will arrive in separate shipments from regular test materials but should arrive at about the same time. All shipments will be sent to the District Test Coordinator via UPS with inside delivery and signature required. Delivery should be April 6 or 7, 2015. UPS will make 3 delivery attempts before returning to sender.

*How will the Student Pre-ID Labels be sorted?*

For Grades 3-8, each student will receive two labels, (one for ELA and one for Math). Grades 3-8 Pre-ID Labels will be sorted alphabetically within grade within school. For EOC testing, students will receive a Pre-ID Label for each EOC test they are taking. EOC Pre-ID Labels will be sorted alphabetically within EOC test (ELA 9, ELA 10, ELA 11, Algebra I, Geometry, and Algebra II, ) within school.

**Task 10 – PBT Schools**

*How many Additional Materials orders may I submit?*

District Test Coordinators should place only one additional materials order if additional materials are needed. Since the time frame is very short between material delivery and the beginning of the test window, additional orders should be submitted as quickly as possible after test materials arrive. ADE will be verifying the need for additional orders using enrollments in TIDE. Be certain to verify student enrollments in TIDE and up load any new students prior to placing an additional order.

### **Task 11 – PBT Schools**

*Is scratch paper allowed?*

Scratch paper (plain, lined, or graph) is required for the Writing portion of the ELA test and the Math test. Scratch paper is prohibited for the Reading portions of the ELA test.

*May students write in their test booklets?*

Yes, Students may write in their test booklets with a #2 pencil. Any notes should be made away from answer bubbles and response areas. Students may **not** use ink pens or highlighters in their test booklets.

*Does AzMERIT have answer documents?*

No. All AzMERIT test booklets are scorable. Students will enter their responses directly in the test booklets.

### **Task 12 – PBT Schools**

*Are there header sheets to use when returning the test booklets?*

No. AzMERIT uses no header sheets.

*What AzMERIT test materials are returned?*

AzMERIT test booklets (used and unused), including Braille kits and Large Print kits are returned to Measurement Incorporated. *Test Coordinator Manuals*, *Test Administration Directions*, and unused student Pre-ID Labels are **not** to be returned.

*When will my test materials be picked-up?*

District Test Coordinators will arrange for one complete pick up of their AzMERIT test materials. All test materials must be picked up no later than April 30, 2015, but should be returned as early as possible after all testing is complete. Contact UPS at least 24 hours in advance to schedule a pick up. Outlying areas should contact UPS at least 48 hours in advance.

## **Fall 2014 AIMS HS**

### **Reports**

The Fall 2014 AIMS HS reports will be available on *PearsonAccess* through February 6, 2015. After this date, the PDF reports and data files will no longer be available to districts and schools. Please download and securely store these reports and data files by February 6.

February 6 is also the final date for districts to notify Pearson of corrections or missing student reports.

## **Spring 2015 AIMS**

### **AIMS HS and AIMS Science Test Window**

AIMS HS Writing – Monday, February 23, 2015

AIMS HS Reading – Tuesday, February 24, 2015

AIMS HS Mathematics – Wednesday, February 25, 2015

AIMS Science – Monday, March 16, 2015 – Friday, April 24, 2015

### **Additional Order Window**

AIMS HS – No additional order window available

AIMS Science – March 6, 2015 – April 10, 2015

**If you have any questions regarding AIMS, please email [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov)**

**Spring 2015 AIMS - continued****Spring 2015 AIMS Pre-ID Labels**

AIMS HS testing – No Pre-ID Labels will be provided. The student demographic data grid must be completed for all students. The student may complete the demographic data grid at the time of testing. Students who complete the demographic data grid themselves should each be provided with a copy of his/her SAIS Number.

AIMS Science testing – Pre-ID Labels will be provided for all students in Grades 4 and 8 based on SAIS enrollment as of January 30. High School students in Cohort 2017 who did not participate in AIMS HS Science testing last year will receive Pre-ID Labels. High School students in Cohort 2018 who were selected through ADE Label Selection application by January 30 will receive Pre-ID Labels.

**Returning AIMS HS and AIMS Science materials**

All AIMS HS and AIMS Science materials will be returned by UPS. Place one, and only one, UPS label on each box shipped. There is no weight restriction for the boxes shipped. Please disregard the weight listed on the UPS label. Place the appropriate colored label (scorable or nonscorable) label on each box.

Contact UPS at **1.800.823.7459** to arrange for the pick up of your boxes. Inform the representative that you have a shipment going to Pearson with a pre-paid ground label. Both the scorable and the nonscorable boxes are to be returned to Pearson.

Administration	Contact UPS by:	Pick up by:
AIMS HS (Writing/Reading/Mathematics)	First day to request pick up: Wednesday, February 25, 2015	First day to be picked up: Thursday, February 26, 2015
	Last day to request pick up: Tuesday, March 3, 2015	<b>Last day to be picked up: Wednesday, March 4, 2015</b>
AIMS Science	First day to request pick up: Friday, April 10, 2015	First day to be picked up: Monday, April 13, 2015
	Last day to request pick up: Thursday, April 30, 2015	<b>Last day to be picked up: Friday, May 1, 2015</b>

UPS requires at least 24-hours advance notice to schedule retrieval of materials. If your district/charter is in a remote area, please allow 48-hours advance notice. Please be certain to have UPS pick up all AIMS materials no later than the date listed above (AIMS HS by March 4 and AIMS Science by May 1). Materials delivered late to Pearson will be put into late receipts. Districts in late receipts will also be charged for late processing and reports will be delayed. If for any reason your materials are not out of the building by close of business on the last day to be picked up, notify Mary Pat Wood immediately for specific instructions regarding returning materials.

When UPS has picked-up your boxes, complete the [AIMS HS Verification form](#) or the [AIMS Science Verification form](#). These forms will tell Pearson how many boxes to expect from your district/charter and allow Pearson to verify that all boxes have been received.

**If you have any questions regarding AIMS, please email [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov)**

## Alternate Assessments

February 2015

### Alternate Assessment

#### 2014-2015 AIMS A Science Administration

If you missed the *Entering AIMS A Science Eligible Students* deadline, you will have the opportunity to add students again starting February 15, 2015. However, this will cause a delay in receiving your performance task test materials.

In addition, if students are added to the AIMS A application after February 2, 2015 the AIMS A test coordinator must contact us once the student has been successfully added into AIMS A application. We will then confirm and determine if additional test materials will need to be sent or the school may have to share appropriate test materials.

The AIMS A Science Test window opens February 15, 2015 and will close March 31, 2015. **We highly recommend that all Test Administrators begin administering the AIMS A Science tests as soon as possible since this year NCSC Alternate Assessment training will occur during March.**

Username and Password requests can still be made for new staff or resets by the Alternate Assessment test coordinator. Please send your requests by email to [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov).

If you have not submitted the No Response Option Form, please do so as soon as possible, we want to ensure that all student tests are ready once the test window opens. Please refer to the criteria for requesting a No Response Option for a student participating the AIMS A Science Assessment in the *2015 AIMS A Test Coordinator Manual* (page 15). <http://www.azed.gov/assessment/files/2014/10/2015-aims-a-science-test-coordinator-manual.pdf>

#### AIMS A TEST MATERIALS

Test materials will be shipped to PEAs starting the week of February 2, 2015. Once materials are received the AIMS A test coordinator must complete the enclosed inventory sheet. Inventory materials and report any discrepancies to us immediately at 602.542.8239.

Don't forget to remove and store the **ATTACHED return postage paid label** so you can return the performance tasks test materials to us. You will begin returning these test materials once the test window closes. We expect that all test materials will be returned no later than the end of April.

If you have any questions regarding AIMS A, please email [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)



**NCSC Alternate Assessment (ELA and Mathematics)****Timeline**

Task	Tool	Date	Person Responsible
Register Student for NCSC Alternate Assessment	Student Selector Application in Common Logon	February 9, 2015 through February 27, 2015	Test Coordinator
Complete Required Online Training Modules *TAs must pass final quiz	NCSC Assessment System (will use logon from NCSC)	Week of March 9 through March 30, 2015	Test Coordinator and Test Administrators
Administer NCSC Alternate Assessment for ELA and Mathematics	NCSC Assessment System	March 30 through May 15, 2015	Test Administrators

Note: Additional responsibilities will be addressed in the training modules and *Test Administration Manual (TAM)*.

**Registering Eligible Students**

Beginning February 9, 2015 through February 27, 2015

Alternate Assessment Test Coordinator will use the Student Selector Application in Common Logon to register students for the NCSC Alternate Assessment. After all students have been registered in the Student Selector Application, ADE will securely upload a student registration file to the NCSC Assessment System. Once the test window opens the students will appear under the designated schools.

You will only need to register/select students in Grades 3, 5, 6, 7, and 11. Students that were previously selected for Grades 4 and 8 in the Student Selector Application will roll-over. **You will still need to confirm that all students in Grades 4 and 8 have been selected.** If you notice a student was not selected in the Student Selector Application for Grades 4 or 8 you may select that student during this registration window.

We highly encourage you to register your student using the Student Selector Application. **If you do not register your eligible students in the Student Selector Application, you will manually have to add and enter in detailed information about each student in the NCSC Assessment System.**

**Training**

NCSC Online Training Modules will be available the week of March 9, 2015.

All Test Coordinators and Test Administrators will receive an email directly from NCSC with login information and access to the NCSC Assessment System. If you or your Test Administrators do not receive an email by March 13, please notify our office 602-542-8239 immediately. Many districts and charters experienced issues with firewalls preventing the emails from the NCSC Assessment System.

Test Coordinators will be responsible for completing the training modules assigned for Test Coordinators. If a Test Coordinator will also be administering the NCSC Alternate Assessment, you will be required to complete the Test Administrator training as well.

**If you have any questions regarding NCSC, please email [AssessingSWDs@azed.gov](mailto:AssessingSWDs@azed.gov)**

**NCSC Training - continued**

Test Administrators will be responsible for completing all modules as well as passing a final quiz with 80% accuracy before access to the test and testing materials will be available. The training modules are broken down into short modules based on test administration topics. There are approximately 14 modules and each module is no longer than 35 minutes.

Prepare to allot several hours to complete this online training.

Recommendations for completing online training modules:

- Have each Test Administrator complete one module per day during the training window; this will assure all modules are completed within the training window.
- Bring all Test Administrators into a computer lab to complete as a group. Each Test Administrator will still be required to take the final quiz individually.
- Allow Test Administrators at same schools or schools close in proximity to complete together. Each Test Administrator will still be required to take the final quiz individually.
- The Alternate Assessment Unit can provide professional development hours certificates for participation in the NCSC Assessment Training.

It is important to note that during the two Pilots, there were several issues with Test Administrators not following the policies or procedures when administering the NCSC Alternate Assessment. These specific areas included closing tests when student did not meet criteria, not utilizing the scripted *Directions for Test Administration* and not correctly uploading evidence for the writing items.

*It is important to have all test procedures followed properly; if not it could result in a student's test being invalidated. Test Coordinators must report all test incidents directly to the Alternate Assessment Director. Please direct your Test Administrators to ask for clarification if they have any questions, before an incident can occur.*

**Test Administration**

Test Administrators will have access to sample items within the NCSC Assessment System once they receive their login information. These sample items can provide insight as to what the items will look like in the NCSC Alternate Assessment. In addition, it is recommended that if a student will need one of the Assessment Features (Answer Masking, Audio Player, Alternate Color Themes, Increase Size of Text and Graphics, Increase Volume, Line Reader Tool and Read Aloud and Reread Item Directions, Response Options, Passage) then it is important that the Test Administrators are aware how to activate these features in the NCSC Assessment System and that the student is also familiar with how they will work in the NCSC Alternate Assessment.

The test window will open March 30, 2015 and will close May 15, 2015. Students will be assessed online for both ELA (including writing) and Mathematics.

**Important Issues****Students in Grade 11**

All eligible students in grade 11 must participate in the NCSC Alternate Assessment regardless of whether an IEP has "exempted" or determined the student would not be participating in alternate assessment (AIMS A) past grade 10. The NCSC Alternate Assessment is based on the new standards and assessing students in grade 11, therefore participation is required for these students and must be addressed in the student's IEP.



**NCSC - continued****Closing a Student's Test**

It is imperative that Test Administrators understand the NCSC Policies and Procedures for closing a student's test. A student's test can be **Closed** provided the student meets one of three criteria:

- **No Consistent or Observable Mode of Communication**  
The only **one reason** to select the **No Consistent or Observable Mode of Communication** is if the student was not able to display a consistent communication mode during the Student Response Check and the student did not respond to any of the first 4 questions administered in either ELA or Mathematics. If a Test Administrator indicates a test was closed due to **No Consistent or Observable Mode of Communication**, ADE will be examining reports to ensure the NCSC Policy was followed. An error in invoking this Early Stopping Rule could result in an incident report. If you or a test administrator has any questions about closing a test, please contact ADE's Alternate Assessment Unit at 602-542-8239.
- Student withdrew – the student is no longer enrolled at that school.
- No longer eligible – student does not meet the participation criteria. Please refer to ADE's NCSC Webpage under the Eligibility tab.

**Accommodations**

It is important that both Test Coordinators and Test Administrators are aware of the NCSC Accommodation policies. These are covered in the *Test Administration Manual* (TAM) and in the training modules. Specifically there the accommodation for a scribe which will allow a familiar adult to enter in a student's response into the NCSC Assessment System and record a student's response for the writing constructed responses. This accommodation must be documented in the student's IEP to be allowed for use on the NCSC Alternate Assessment. This is a major change from AIMS A, which allowed any accommodation that was used routinely during instruction and documented in the student's IEP could be used. NCSC is very specific about accommodations or what and how a Test Administrator will present the NCSC items. The guidance is provided at the item level through the scripted *Directions for Test Administration*. If you or any Test Administrators have any questions about NCSC Accommodations, contact the Alternate Assessment Unit at 602-542-8239.

**Assessing Students who are Blind, Deaf or Deaf/Blind**

There will be an additional Manual with procedures for assessing students that meet criteria as a student that is blind, deaf or deaf/blind. NCSC will also be providing braille items for Grades 3 and 4 only. In order to ensure that a student needing these items will receive them, the Test Coordinator must make a request in the NCSC Special Order Window (more information about this will be coming and sent directly to Test Coordinators).

**Coming Soon!**

Look for a webinar to:

- Preview of sample NCSC items. This webinar will also be recorded for access at a later time.
- More information regarding writing and preview of the NCSC Writing instructional resources and supports.

**Spring 2015 AZELLA Reassessment****Stage I-V Sample Tests Posted**

All Stage I-V Sample Tests are now available for downloading and printing through the AZELLA webpage, under the “Resources” tab at: <http://www.azed.gov/assessment/azella/>

**Reassessment Test Window and Students to be Tested**

The testing window opens on **February 9, 2015** and will close on **March 27, 2015**.

Students who **WILL** be reassessed with the Spring 2015 AZELLA Reassessment are:

- Students eligible for ELL services (have an Overall Proficiency Level of less than Proficient), as evidenced by their SDELL70 report.
- Students eligible for ELL services (have an Overall Proficiency Level of less than Proficient) but have been withdrawn from the program by their parents. These students will continue to participate in the annual AZELLA Reassessment until they reach an Overall Proficiency Level of Proficient. Parents may withdraw students from services but cannot withdraw students from testing.

Students who will **NOT** be administered the Spring 2015 AZELLA Reassessment:

- ELL students who took a Placement test after 12/31/2014.
- Reclassified students, students who no longer qualify to receive ELL services.
- Initially Fluent English Proficient (IFEP) students (those who don't qualify for services because their initial AZELLA test indicated an Overall Proficiency Level of Proficient).
- Students who have been withdrawn from ELL services due to Special Ed and show a SPED need in SAIS.

AZELLA District Test Coordinators need to create a list of students who should participate in the Spring 2015 AZELLA Reassessment based on the criteria listed above.

**Reassessment Additional Orders**

Spring 2015 AZELLA Reassessment materials were delivered to districts/charters by January 29, 2015. If the materials received are not sufficient to test all students requiring a Spring 2015 AZELLA Reassessment, you may place an additional order. The Spring 2015 AZELLA Reassessment Additional Order window will be open January 30 – March 13, 2015. All Reassessment Additional Orders require justification and must be emailed to [AZELLA@azed.gov](mailto:AZELLA@azed.gov).



**NEW!!!! SDELL73 – ELL Student Need Report**

The SDELL73 – ELL Student Need Report is an annual report that displays all students in a school/LEA who have an ELL Need in the current or prior two fiscal years. The SDELL73 – ELL Student Need Report may be accessed through ADE's Common Logon listed under the AZELLA Corrections/SDELL Reports.

This report is designed for informational purposes and can be used to ensure best practices for students with an ELL need. For more information regarding how to use this Report (and all other AZELLA/SDELL Reports), see the *Guide to Navigating and Using AZELLA Reports* posted on the AZELLA webpage under the "Test Coordinator" tab and linked here [http://www.azed.gov/assessment/files/2015/01/ellreports\\_020415.pdf](http://www.azed.gov/assessment/files/2015/01/ellreports_020415.pdf).

For the At Least 95% Tested Criteria on AZELLA, LEAs and individual schools are held accountable for testing those students enrolled in their school on the **LAST** day of the testing window, which is **March 27, 2015**. Questions regarding the SDELL73 – ELL Student Need Report or ELL accountability should be sent to ADE Accountability ([Achieve@azed.gov](mailto:Achieve@azed.gov)).

**Pre-ID Labels**

The Pre-ID Label file was generated based on the data in SAIS in late November. Due to the time lag between the Pre-ID Label file generation and the test window, not all students who are required to test may receive a Pre-ID Label. Similarly, not all students who receive a label may be required to test.

Students who should be reassessed but did not receive a Pre-ID Label or have incorrect information (Student Name, SAIS ID, Date of Birth, Grade) on the label, will need their demographic information hand-bubbled. Pre-ID Labels received for students who are no longer enrolled at the site, for students who are not to be reassessed, and any labels received with incorrect information, should be returned unused with the non-scorable materials to Pearson.

**Students Who Transfer During the Reassessment Testing Window**

When a student transfers schools during the AZELLA testing window of February 9 through March 27, the new school must first check the student's SDELL70 Report to verify the student's AZELLA test and ELL program history. If it appears that a reassessment is needed, contact the previous school to confirm whether or not a Spring 2015 AZELLA Reassessment has been administered to the student.

To ensure that students who transfer schools during this testing window only receive **one** Spring Reassessment, ADE has prepared a form *Record for Transferred PHLOTE Student* which is posted on the AZELLA webpage under the "Test Coordinator" tab and linked [here](#). The form is to be completed by the new school prior to administering a Reassessment Test to these newly transferred students. Keep the completed form in the student's cumulative file.

**Speaking Test Administration**

Be sure Test Administrators are familiar with the Speaking Test administration instructions before administering the Speaking Test. The Speaking Test must be administered appropriately so as to avoid incomplete Speaking Tests, mismatched Speaking lithocodes, or duplicate Speaking lithocodes. **Districts/charters with any mismatched Speaking lithocodes and/or duplicate Speaking lithocodes will have delayed Spring 2015 AZELLA reports.**

ADE has produced the document, *Spring 2015 AZELLA Reassessment Speaking Test Administration Tips*, which is posted on the AZELLA webpage under the "Test Coordinator" tab and linked [here](#). Please review this document.

**Special Education ELL Students**

In rare cases, some students dually labelled as Special Education and ELL might not be able to fully participate in all four domains of the AZELLA Reassessment test. For these students, please contact the AZELLA State Test Coordinator ([AZELLA@azed.gov](mailto:AZELLA@azed.gov)) prior to administering the Spring 2015 AZELLA Reassessment for directions on how to proceed in these special circumstances.

**Testing Incidents**

Any violation of test security or mis-administration of the Spring 2015 AZELLA Reassessment must be reported to the AZELLA State Test Coordinator immediately using the *2014-2015 AZELLA Testing Incident Report* posted on the AZELLA webpage under the “Test Coordinator” tab and linked [here](#).

**Returning Test Materials**

All Spring 2015 AZELLA Reassessment test materials, both scorable and non-scorable, must be returned to Pearson. Prepaid UPS shipping labels have been provided for this purpose. **UPS pick ups may occur as early as March 23, 2015 but must occur no later than April 3, 2015.**

Carefully follow the detailed directions included in the *Spring 2015 AZELLA Test Coordinator’s Manual* for the packaging of scorable and non-scorable materials. Incorrectly packaged materials require special handling. **Incorrectly packaged materials will result in delayed Spring 2015 AZELLA reports.**

AZELLA District Test Coordinators must make arrangements with UPS for the pick up of the Spring 2015 AZELLA test materials. You may call UPS between March 20 – April 1, 2015 at 1.800.823.7459 to schedule your pick up date. UPS requires at least one day notice prior to the scheduled pick up date. Districts or charters are allowed only one scheduled pick up at one location for spring test materials. **The district/charter will be responsible for shipping costs for all materials shipped after April 3, 2015. Late shipped materials will also result in delayed Spring 2015 AZELLA reports.**

**Do NOT return any AZELLA Placement Test materials.**

**Spring 2015 AZELLA Reassessment Reports**

PDF versions of all paper reports and the electronic *Student Data File* will be posted on *PearsonAccess*. Spring 2015 AZELLA Reassessment reports will be available electronically through *PearsonAccess* on May 8, 2015. Paper reports will be received by May 20, 2015.

The layout of the AZELLA *Student Data File* will be posted on *PearsonAccess* no later than February 20.

Districts/charters with mismatched or duplicate Speaking lithocodes, with late arriving materials, or with incorrectly packaged materials will not receive reports on the scheduled dates.

## NAEP and International Assessments

## NAEP/TIMSS/PISA 2015 Participating Schools Only

**Apologies and Thank You, NAEP School Coordinators!**

I know we have all had frustrations with the new online MyNAEP site. We were just notified in January by NAEP that a new larger capacity server was installed; however we are still in the test implementation year for the large scale roll out of this new system and yes, there may still be challenges. Please email me at [Shelly.Pollnow@azed.gov](mailto:Shelly.Pollnow@azed.gov) with whatever feedback you have and remember that you can also give feedback during your debrief with your NAEP Representative. Thanks again for your ideas, input, and graciousness as we have worked through the issues and problem solved together.

**Increased Professional Growth Hours**

Due to your increased time on the new system, we have increased the professional growth hours to a 16 hour certificate (our very humble way of rewarding your amazing efforts).

**NAEP: Getting Ready for a Successful Assessment Day**

You received your list of sampled students in early December. The NAEP Representative contacted you and scheduled an online Pre-Assessment Visit. The NAEP Representative will explain how to complete the Prepare for Assessment tasks. In addition, online tutorials are available to walk you through each step of the process.

**Prepare for Assessment -** <http://bcove.me/4jaosxuq>

**Update List of Sampled Students -** <http://bcove.me/uplzi7mu>

**Include Students -** <http://bcove.me/yjkihfa7>

**Manage Questionnaires -** <http://bcove.me/t42zfup3>

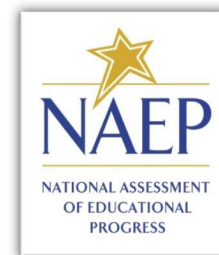
**Manage Questionnaires Grade 12 version -** <http://bcove.me/p6wh96m1>

**Submit Current Roster -** <http://bcove.me/1vgw51ea>

**Notify Parents -** <http://bcove.me/ety3js6f>

**Plan For Assessment Day -** <http://bcove.me/b37wpmtm>

**Encourage Participation -** <http://bcove.me/svs3hvrU>



Please know that the Arizona NAEP office is here to support you to ensure a successful administration of NAEP at your site. If you need any assistance please contact the NAEP Inbox, [NAEP@azed.gov](mailto:NAEP@azed.gov) or call 602.542.5031.

Follow NAEP on social media:



# NAEP - continued

February 2015

## NAEP and International Assessments

### NAEP 2015 Assessment Window

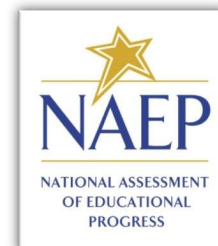
January 26 – March 6  
Math, Reading, Science  
Grades 4, 8, 12

### TIMSS 2015 Assessment Window

March 30 – May 29  
Math, Science  
Grades 4, 8, 12

### PISA 2015 Assessment Window

October 5 – November 13  
Math, Reading, Science, Financial Literacy, Collaborative Problem Solving  
15 year olds



### What is NAEP?

**The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.**

First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in core subjects such as mathematics, reading, science, and writing. The schools and students participating in NAEP represent other schools and students across the country. NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation. NAEP monitors academic progress over time and reports on student achievement at the national and state level only. For more information about NAEP, visit: <http://nces.ed.gov/nationsreportcard>

### What is TIMSS?

**The Trends in International Mathematics and Science Study (TIMSS) is an international assessment and research project designed to measure trends in mathematics and science achievement at the fourth and eighth grade levels as well as collect information about school and teacher practices related to instruction. Since 1995, TIMSS has been administered every 4 years.** TIMSS 2015, the sixth study in the series, will involve students from more than 50 countries, including the United States. TIMSS provides valuable benchmark information on how U.S. students compare to students around the world, allows educators and policymakers to examine other educational systems for practices that could have application to the United States, and contributes to ongoing discussions of ways to improve the quality of education of all students. For more information on TIMSS visit: <http://nces.ed.gov/timss/index.asp>

### What is PISA?

**The Program for International Student Assessment (PISA) is an international assessment of 15-year-old students, conducted every 3 years, that measures how well students apply their knowledge and skills in science, reading, and mathematics to problems in real-life contexts.** In 2015, students from more than 70 countries and education systems, including the United States, will participate. PISA is coordinated by the Organization for Economic Cooperation and Development (OECD) and managed in the United States by the National Center for Education Statistics (NCES) within the U.S. Department of Education. Visit the PISA website at <http://nces.ed.gov/surveys/pisa>

If you have any questions regarding NAEP, please email [NAEP@azed.gov](mailto:NAEP@azed.gov)



**Save the Date!****PELL Meeting**

Our next Practitioners of English Language Learners (PELL) meeting is scheduled for Friday, May 1, 2015 at the Black Canyon Conference Center. Registration will open on March 2. We look forward to seeing you there!

The SEI Budget, Phase III window will open February 3 and will remain open until February 20. A live webinar is scheduled for Tuesday, February 3, at 3:30. It will be recorded and shared on the OELAS website.

**Assessment 2014 - 2015 Critical Dates Calendar**

To help District Test Coordinators track upcoming dates for each of the different Assessment programs, an Assessment Calendar is posted on every Assessment page on the ADE website. This calendar includes critical dates for Achievement Assessments, Alternate Assessments, AZELLA, and NAEP and International Assessments. It will be updated monthly throughout the year. The calendar can be viewed by month with all Assessment programs or by the specific Assessment program at [www.azed.gov/assessment/](http://www.azed.gov/assessment/). The individual Assessment program calendars will have more detailed information.

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**NOTE:** *The Examiner* is published electronically every August, November, February, and May for distribution to test coordinators in Arizona schools. Test coordinators are responsible for disseminating information in *The Examiner*, as appropriate. *The Examiner* is located electronically at [www.azed.gov/assessment/examiner/](http://www.azed.gov/assessment/examiner/).